

## UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: CLINICAL COORDINATOR - CJC  
CLASS CODE: 2371

FLSA STATUS: EXEMPT  
SUPERVISORY STATUS: NONE

EFFECTIVE DATE: 06/14/2008  
DEPARTMENT: CHILDREN'S JUSTICE CENTER

---

### **JOB SUMMARY**

Under general supervision of the Executive Director - Children's Justice Center and as a licensed mental health professional, coordinates and facilitates investigation and intervention services for child abuse victims and their families and provides training for community professionals.

### **ESSENTIAL FUNCTIONS**

Provides direct clinical intervention and coordination to assist in the initial investigation, review, staffing, and treatment referral processes for child abuse victims; facilitates investigation of child abuse cases; provides initial assessment of child victim and family needs; maintains information and contacts for making specialized individual child abuse treatment referrals to community providers.

Coordinates the involvement of law enforcement, protective services, county attorney, medical and mental health treatment personnel, and other agencies with the alleged abuse victims and their families. Provides emotional support to the child and family and provides investigation processes information.

Assesses the emotional state of the child and family and makes recommendations for action to the Multidisciplinary Team investigating the alleged abuse; helps to establish a non-threatening environment for children and families; assists in implementing procedures to assist agencies in obtaining evidence useful for criminal prosecution and protective action in civil proceedings in a manner which does not further traumatize a child.

Interacts with local and state-wide Child Protective Services workers, law enforcement, county attorneys, treatment providers, and social service agencies to facilitate collaboration efforts.

Provides direct crisis intervention services to alleged child abuse victims and non-offending family members onsite or by telephone; assesses the mental health and needs of the child and parents and makes appropriate treatment recommendations using information obtained during intake interviews, collateral contacts, and by reviewing assessment results; makes treatment or social services referrals to various agencies and refers cases for criminal investigation according to applicable laws and regulations.

Creates and submits accurate records and documents according to compliance standards and established time requirements; prepares statistical reports to assist in monitoring program services, expenditures, and grants.

Participates in ongoing training to maintain "state of the art" knowledge and enhance therapeutic skills related to child abuse treatment, Post Traumatic Stress Disorder, and child and family development, etc.

Coordinates and assists with training of multi-disciplinary team members, community treatment professionals, Social Work interns, CJC volunteers, and others regarding child abuse issues, child

development and assessment; assists in developing and promoting a multi-disciplinary team approach in case management to benefit the child and family.

Oversees, trains, and evaluates graduate student interns and coordinates their scheduling with the Director.

Acts as an agency representative in court and interagency meetings and provides information to judges and other legal personnel as required.

#### **ADDITIONAL RESPONSIBILITIES MAY INCLUDE**

Oversees the presentation and facilitation of professional training; prepares schedules and curriculum; recruits, trains, and assigns instructors as necessary.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

**Considerable Knowledge of:** interviewing methods and techniques, social casework principles and methods, and mental health assessment instruments; clinical diagnostic methods and principles, various modalities of psychotherapy and counseling, and abnormal psychology; federal, state and local ordinances and policies regarding therapeutic issues; and the criminal justice system.

**Skill in:** identifying and assessing symptoms of child abuse; using crisis intervention techniques; training and teaching others.

**Ability to:** maintain cooperative working relationships with those contacted in the course of work activities; communicate effectively verbally and in writing; prepare comprehensive case reports and statistics.

#### **PHYSICAL DEMANDS**

**Regularly:** sits at a desk or table; walks, stands, or stoops; drives a motor vehicle.

**Occasionally:** lifts or otherwise moves objects weighing up to 30 pounds.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

#### **WORKING CONDITIONS**

Work is typically performed in an office or other environmentally controlled room. Work exposes incumbent to contagious or infectious diseases. Work exposes the incumbent to high-stress situations including contact with the public in confrontational, emotionally charged, or uncomfortable circumstances.

#### **EDUCATION AND EXPERIENCE**

Master's degree in social work, marriage and family therapy, or psychology from an accredited college or university and two (2) years of direct clinical work experience in an appropriate treatment field (child abuse, mental health, victim counseling, and/or substance abuse) indicating full competency in clinical diagnostic assessment skills and in developing and reviewing individualized treatment plans. Equivalent combinations of education and experience may also be considered.

Selected applicants are subject to, and must pass, a full background check.

#### **LICENSING AND CERTIFICATION**

Must possess and maintain licensure under the Mental Health Professional Practice Act (UCA 58-60) as a Licensed Clinical Social Worker (LCSW). Applicant must possess a current driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.